

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to an RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services @ Minnesota Department of Labor and Industry (DLI)

Project Title: Workers' Compensation System Modernization Initiation

Categories: Analyst, Architecture, Program/Project Management

Vendor must be approved in all 3 categories and be able to provide the full team of resources in order to respond to the RFO. Vendors who are not able to provide the full team of resources will not be considered. The vendor may provide as many resources from these categories as it deems necessary to complete the deliverables.

Business Need

The mission of the Department of Labor and Industry (DLI) is to ensure equitable, healthy and safe work and living environments in Minnesota. DLI works to carry out its mission through enforcement, outreach and education. The agency works to ensure that workers injured on the job are provided treatment and benefits required by law and has an objective to ensure appropriate benefits are delivered to injured workers quickly, efficiently and at a reasonable cost to employers. DLI currently utilizes custom-developed automated systems for the processing of workers' compensation claims and information.

The Department of Labor and Industry has an initiative underway to implement a state-of-the-art Workers' Compensation technology system. An initial planning phase has been completed which included defining high-level business requirements and determining technology options. This Request for Offers is being issued to select a technology services vendor to coordinate and complete the steps and tasks required for the selection of an implementation vendor.

The Workers' Compensation Division includes the following functions:

- **Compliance, Records and Training (CRT)** - Processes documents filed with DLI and creates and maintains workers' compensation claim files and associated data. Performs some database maintenance and quality assurance on documents and data. Ensures compliance with benefit provisions of workers' compensation law by auditing workers' compensation claims and providing educational outreach to stakeholders. Issues and enforces penalties against various workers' compensation stakeholders and performs collections activities on unpaid penalties. Certifies qualified rehabilitation consultants and oversees medical and rehabilitation policy issues. Prepares legislatively mandated reports using the Workers' Compensation System database. Oversees the electronic data interchange program for first report of injury data. Provides copies of relevant claim documents at the request of parties and prepares invoices for payment.

- **Alternative Dispute Resolution (ADR)** - Seeks early intervention in workers' compensation disputes through administrative conferences and mediation sessions. It also handles telephone calls, correspondence and walk-in visits from injured workers, employers, health care providers, insurers, rehabilitation providers, attorneys and others.
- **Special Compensation Fund (SCF)** - Administers the workers' compensation claims of injured employees who worked for employers that did not carry workers' compensation insurance, and issues wage-loss payments to injured workers and payment for medical services to health care providers. It enforces penalty and collections activities, including invoicing, obtaining civil judgments and assignment of debt to the Collections Division at the Dept. of Revenue, against uninsured employers. It conducts insurance coverage outreach and education activities with Minnesota employers. It registers and issues exclusion certificates to small businesses. It administers the asbestosis program, supplementary benefit reimbursement program and second-injury reimbursement program and participates as a party to the claims at legal proceedings at the Office of Administrative Hearings (OAH).
- **Vocational Rehabilitation (VRU)** - Provides vocational rehabilitation services to help injured workers return to work. Staff consists of qualified rehabilitation consultants (QRCs), placement specialists, placement assistants, and a state program administrator. Injured workers eligible for services include: those whose workers' compensation claims were denied; those whose rehabilitation services were suspended; those who qualify for services paid by insurance carriers or self-insured employers; and those who are awaiting a decision on eligibility for workers' compensation benefits. VRU bills for the rehabilitation services it provides. Accepted claims are invoiced monthly. Interventions are filed with the Office of Administrative Hearings (OAH) and parties to recover funds on disputed claims. VRU regularly provides written cost updates to OAH and the parties and participates in legal proceedings when requested. Disputed claims are invoiced once settled.
- **Office of Workers' Compensation Ombudsman (OWCO)** - Provides advice and assistance to employees and small businesses who need help understanding and navigating the workers' compensation system. Assists injured workers and small businesses to help resolve problems they encounter during the course of a workers' compensation claim. Recommends statute or rule changes to improve the effectiveness of the workers' compensation system.

In addition, the following functions will also actively participate in the Workers' Compensation Modernization Project:

- **Office of Administrative Hearings (OAH)** – As an independent tribunal within the executive branch, OAH has a Worker's Compensation division that conducts hearings, conferences and mediations in cases where state or local law provides the right to challenge a government action through an administrative hearing. OAH also provides injured workers, their employers, and workers' compensation insurers with prompt and impartial resolutions of claims for workers' compensation benefits.
- **MN.IT Services** – Support for in-house developed applications and integration that currently serve the needs of the Workers' Compensation System divisions listed above. Replacement of these in-house developed systems is the focus of the Workers' Compensation System Modernization Project. MN.IT Services will have a support and stewardship role in the future implementation.
- **Research and Statistics** – Provides statistical analysis and reports to support the administrative, oversight, and dispute-resolution roles of DLI in the workers' compensation system, to inform DLI and stakeholders about the performance of the system, and to estimate the effects of proposals for change.

During the recently completed planning phase of the Workers' Compensation Modernization project, the following deliverables were provided (See [Workers' Compensation Modernization Project Final](#)):

- Established a project governance team
- Established prioritized project goals:
 1. Maintain appropriate security and access for system data
 2. Improved service and support for injured workers and other stakeholders through access to the system, including electronic interfaces, and functionality to accommodate changing workforce demographics
 3. Reduced time to complete transactions and interactions

4. Improved workflow and expanded case management functions
 5. Improved document management, imaging, and calendaring capabilities
 6. Ability to support and enhance the system and maintain/meet business service expectations
 7. Improved statistics and reporting capabilities
- Documented current state high level business process flows
 - Identified and prioritized future state high-level business requirements
 - Completed an initial review of implementation technology options
 - Identified future state modernization technology options for further analysis. Future State Modernization Technology Options are high-level descriptions of system architecture and development models commonly used for enterprise IT initiatives. The planning phase of the Workers' Compensation System Modernization project evaluated industry-standard models for viability and their ability to meet the goals and requirements of this project.

During the planning phase, review sessions were conducted to narrow the technology options to focus on solutions and vendors employing a hybrid model of commercial off the shelf (COTS) software products and custom development. Specifically, these solutions are categorized as having core document capture and document management functionality provided by COTS products integrated with custom-developed Web portal and case management functionality. Case management includes business process management (BPM), scheduling and finance-related functionality. Hybrid models may be Hybrid Build or Hybrid Reuse options. While the State will consider all options, these hybrid models are considered to be the most viable for this project:

1. **Hybrid Build** – A Hybrid Build option implements COTS infrastructure (using configuration) integrated with custom Web portal, custom case management, and vendor-provided process templates.
2. **Hybrid Reuse** – A Hybrid Reuse option is architecturally the same as a Hybrid Build but uses successful implementation(s) from other state(s) as a starting point in lieu of the vendor's standard process templates.

MNIT@DLI is issuing this RFO to select a technology services vendor to coordinate and complete the steps and tasks required for the selection of an implementation vendor. The objective of this effort, at a minimum, includes working with the project governance team to:

1. Confirm the project plan, and project schedule for this effort including assigned roles, and conduct a project kick-off.
2. Conduct an in-depth review of COTS solutions and solutions available from other states. Conduct meetings with other states and product demonstrations that will make evident the pros and cons of the technology solutions and provide information for the implementation RFP and the selection of an implementation vendor.
3. Define proof of concept scenarios and use cases that can be used in the evaluation process for selection of the implementation vendor.
4. Refine project requirements and further refine use cases for key business processes as a result of the in-depth review.
5. Conduct review sessions with business users to review and update the business requirements based on the in-depth review process for finalization for the RFP. Produce comprehensive requirements as well as traceability documentation for the requirements, interfaces and workflows as detailed documentation that can be used in the development of the RFP.
6. Complete the RFP document that will be used for the selection of a vendor for the implementation phase of this project.

All of the work in this initiation phase leads up to and contributes to publishing the implementation RFP, the goal of which is to provide potential implementation partners with the information they need to submit a fixed-cost proposal for software, services and custom development.

Please Note: The selected technology services vendor from this RFO process will not be considered for future RFPs that may be issued for the implementation of new Workers' Compensation System.

Project Deliverables

The selected technology services vendor will be expected to produce the following project deliverables:

- 1. Kickoff and Project Planning:** Organize project team and review project materials. Initiate project management services for the coordination and completion of tasks. Complete project documentation, including a detailed project work plan and schedule. Review and clarify roles and responsibilities for completion of project tasks. Conduct on-site project kickoff. Conduct periodic status meetings (frequency to be determined by the project team). Prepare agendas, status reports and supporting documentation. Prepare and distribute meeting notes and any required updated documentation. Communicate to project team and project sponsors on overall project progress.
- 2. Conduct In-Depth Review, Research and Information Gathering:**
 - Identify other state and vendor candidates for in-depth research based on alignment with high-level business requirements and viable (hybrid) technology options.
 - Define desired outcomes for the review sessions and develop questions, criteria and a questionnaire (for internal participants) that will be used for the in-depth reviews.
 - Coordinate the scheduling and logistics for all parties involved in the in-depth review sessions.
 - Document the outcomes from the in-depth review sessions and compile participant questionnaire data.
 - Lead discussions with stakeholders that participated in the in-depth review sessions and compile a list of follow-up questions.
 - Contact in-depth review subjects and document answers to follow-up questions.
- 3. Validate and Augment Requirements:**
 - Using the documentation that was completed in the initial planning phase, conduct on-site sessions with the business users to review and update high-level business requirements, interface and conversion requirements, and process diagrams to validate that they are still accurate and update with detail that will be required for the RFP.
 - Identify key business processes and develop use cases and process scenarios that will, along with the high-level business requirements, be used in the RFP and in the evaluation process. Use small and large group sessions to interview relevant users to gain information and assist with development of use cases and process scenarios. Use cases should include:
 - Business process objective
 - Process inputs and who/what provides them
 - Process outputs and who/what uses them
 - Related regulatory requirements
- 4. Create Detailed Requirements:**

Using the validated high-level business requirements as a starting point, meet with stakeholders to review, update and create detailed functional and technical requirements. The detailed requirements will be included in the implementation RFP.
- 5. Develop Comprehensive set of Use Cases:**

Expand beyond the core business processes and develop a comprehensive set of use cases. The use cases will be included in the implementation RFP.

6. Develop a Traceability and Process Matrix:

Create a thorough and comprehensive requirements traceability matrix that links requirements, interface requirements, process flows and use cases. The traceability and process matrices will be included in the implementation RFP.

7. Write the Implementation RFP:

Develop the RFP that will be used to select a vendor for the implementation phase of this project. Deliverables 3, 4, 5, and 6 (above) will be included in the RFP. The RFP must be detailed enough to provide potential implementation partners with the information they need to submit a fixed-cost proposal for software, services and custom development. Meet with stakeholder groups to review RFP documentation and collect revision suggestions. (Multiple review sessions may be required.) Conduct sessions with key stakeholders to decide which revisions to include and finalize RFP document. Determine RFP schedule. Define RFP evaluation criteria. At a minimum, the RFP will include the following sections:

- General Information and Proposal Requirements (this section will be defined by the state RFP requirements)
- Criteria for Selection
- Description of Scope of Work
- Contract terms and conditions (this section will be defined by the state RFP requirements)
- Traceability Matrix and Process matrix
- Use Case Diagrams and Process Description
- Interface and Conversion Requirements
- Detailed Business Requirements
- Other technical, organizational and architectural information to provide the responding vendors sufficient information to provide a fixed price, deliverables-based response
- Requirements for vendor response including questions and format to provide for efficient evaluation of responses

8. Final Report:

Prepare final report and documentation, including an Executive Summary, of all tasks completed for the project.

Project Milestones and Schedule

- Estimated Project Start Date: 7/15/2016
- Key deliverable dates. **Estimated** Project Schedule (final timeframe and schedule to be mutually agreed upon with the selected vendor):

Deliverable	Completion Week
Project start and kickoff	Weeks 1 - 2
Conduct In-Depth Review, Research, and Information Gathering	Weeks 3 - 10
Validate and Augment Requirements	Weeks 11 – 12
Create Detailed Requirements	Week 13 - 14
Develop Comprehensive set of Use Cases	Week 15
Develop a Requirements Traceability Matrix	Week 16
Write the Implementation RFP	Weeks 17 - 33
Complete Final Report	Week 34

- Estimated Project End Date: 3/31/2017

Project Environment

The Stakeholders for this project include:

- Program Director: Will oversee project to completion
- Project Sponsors: Commissioner of Labor and Industry, Deputy Commissioner of Labor and Industry, Assistant Commissioner for Workers Compensation, CIO for MNIT@DLI.
- Project Steering Committee: Workers' Compensation Division Directors, OAH leadership and MNIT Leadership.
- Other Subject Matter Experts; DLI Workers' Compensation Leadership and Unit staff, Office of Administrative Hearings (OAH), MNIT@DLI Information Technology staff; Other outside users of the system including the Workers' Compensation Court of Appeals (WCCA), DLI General Counsel, DLI OSHA and DLI Research and Statistics.

Project Requirements

- The selected vendor will conduct all interview sessions and meetings on site at DLI offices located at 443 Lafayette Rd N, St Paul, MN.
- The selected vendor will not be considered for RFPs that are issued for the implementation of a new Workers' Compensation System as a result of this Initiation effort.

Responsibilities Expected of the Selected Vendor

- Complete a detailed project work plan and schedule
- Schedule of interview sessions and meetings
- Facilitate user and stakeholder sessions as well as meetings with other states and vendors
- Complete the analysis of current and proposed processes and systems
- Document the results of in-depth reviews, research, findings and system requirements
- Create documentation and notes from sessions for review and feedback from users and stakeholders
- Validate technology options
- Document and present findings, options and recommendations
- Create final documentation and deliverables, including the Implementation RFP
- Provide project management
- Complete documentation and tasks for all project deliverables
- Provide all working and final documents and deliverables to project sponsors, steering committee members and unit coordinators a minimum of one business day in advance of scheduled meetings.

Mandatory Qualifications (To be initially scored as pass/fail. Thereafter, proposals that meet the Mandatory Qualifications will be scored in part on the extent to which the proposal exceeds these mandatory minimums. See RFO Evaluation Process, below.)

- The proposed project manager must have a minimum of six years of project management experience.
- A minimum of one of the resources proposed to complete the business analysis must have a minimum of six years of business analysis experience.
- A minimum of one of the technical architect resources proposed must have a minimum of six years of technical architect experience.
- The selected vendor organization must have successfully completed a minimum of 3 similar planning engagements. At least one of these engagements must have included the successful development and evaluation of an RFP for a system of similar or greater complexity.

Desired Skills

Business Analyst(s)

- Experience with facilitating interview and user sessions, resolving differences, and documenting outcomes
- Experience with workers' compensation technology systems
- Experience with case management systems
- Experience with business analysis methodologies

Technical Architect(s)

- Experience with reviewing complex technical information to document system requirements
- Experience with researching technology options for modernization of technology systems
- Experience with content management systems, electronic data exchange systems, and development frameworks
- Experience with PowerBuilder, C, SQL, ASP.Net, Informix and Access technologies
- Experience with facilitating interview and user sessions, resolving differences, and documenting outcomes
- Experience with workers' compensation technology systems
- Experience with case management systems
- Experience with presenting options and making recommendations
- Experience implementing or configuring complex scheduling systems

Project Manager

- Experience with organizational change management
- Experience with business process reengineering
- Experience with facilitating interview and user sessions, resolving differences, and documenting outcomes
- Experience with workers' compensation technology systems
- Experience with case management systems
- Experience with business analysis methodologies
- Experience with presenting options and making recommendations
- Experience implementing or configuring complex scheduling systems

Process Schedule

Deadline for Questions	4/28/2016, 4:30 pm CT
Anticipated Posted Response to Questions	5/6/2016
Proposals due	5/20/2016, 4:30 pm CT
Anticipated proposal evaluation begins	5/23/2016
Anticipated proposal evaluation & decision	7/1/2016

Questions

Any questions regarding this Request for Offers must be submitted via e-mail according to the date and time listed in the Process Schedule to:

Betty Baron, betty.baron@state.mn.us
Robin Wegener, robin.wegener@state.mn.us
(Please send to both e-mail addresses.)

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the Process Schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

- Company's experience managing projects of similar scope (10%)
- Proposed resources' qualifications and experience (35%)
- Work Plan (25%)
- Cost (30%)

The State reserves the right to conduct interview(s) or request presentation(s) from a short-list of candidates who have received the highest scores. In the event interview(s)/presentation(s) are conducted, technical scores may be adjusted based on additional information derived during the interview/presentation process.

The State also reserves the right to contact references and to adjust technical scores based on additional information derived from the reference checks.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The State reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Vendor Name

Vendor Address

Vendor City, State, Zip

Contact Name for Vendor

Contact's direct phone/cell phone (if applicable)

Contact's email

Resources Names being proposed for assignment to this project

2. Overall Experience:

- a. Provide an overview of your company and the experience and qualifications that relate directly to this project and the required deliverables.
- b. Provide narrative, including companies and contacts where your company and resources have demonstrated the Mandatory Qualifications as previously noted. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal. Proposals that meet the Mandatory Qualifications will be scored in part on the extent to which the proposal exceeds the mandatory minimums.
- c. Points will also be awarded based on the desired skills noted above. Provide narrative which highlights the company and the proposed assigned resources' desired skills noted above.
- d. Attach resumes for the proposed assigned resources in addition to the narrative description. Be certain that each resume has dates of work and notes whether the resource was an employee or consultant.

- e. Provide a proposed detailed project work plan and schedule for completing the tasks and deliverables. Specific project tasks and milestones should be included as part of the project work plan. Indicate which tasks will be performed on-site at DLI in St. Paul and which are proposed to be conducted off-site.
 - f. Provide an overview of the methodology (e.g., Agile or other methodology) that will be used to complete the tasks and deliverables and the documentation that will be developed. Include a description of the tasks that you will be completing and a description of the services that you will be providing for the completion of the deliverables.
 - g. Provide examples of methodologies and documentation that you have used on similar engagements to present findings and recommendations.
 - h. Provide a minimum of 3 references who can speak to your company and the work of the proposed assigned resources. The references should be for similar project(s) that included similar deliverables. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project your company and the resources completed.
- 3. Cost Proposal (MUST BE SUBMITTED AS A SEPARATE DOCUMENT FROM THE OTHER COMPONENTS OF THE PROPOSAL, AND NOT INCLUDED IN ANY OTHER PLACE IN THE PROPOSAL.)**

Provide a fixed cost proposal including the cost of all services and out of pocket costs as follows:

- o Provide a cost proposal for each of the milestone deliverables that pertain to this project. Each deliverable must be broken down into the category, resource, estimated number of hours for the resource and proposed hourly rate for the resource.
- o Provide a bottom-line total cost proposal for completion of the entire project. (This should be the sum of the costs for the individual deliverables.)

4. Conflict of interest statement as it relates to this project

5. Additional Statement and forms:

- 1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- 2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
- 3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
- 4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- **Each vendor is limited to submission of one (1) proposal in response to this Request for Offers.**
- Proposals must be submitted via e-mail to:

Robin Wegener, Contract Manager, MN.IT Central
Robin.Wegener@state.mn.us

Email subject line must read: [Vendor name] – Work Comp RFO Response

- Proposal documents must be submitted in PDF format. The e-mail in which the proposal is submitted must not exceed 70 MB in size or it may be rejected by the State e-mail system.

- Submissions are due according to the Process Schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability / Indemnification

In the performance of this Contract by Contractor, or Contractor's agents or employees, the Contractor must indemnify, save, and hold harmless the State, its agents, and its employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by the Contractor's:

- Intentional, willful, or negligent acts or omissions;
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The indemnifications obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this Contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements.

1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us .